

Harvard Public Schools
14 Massachusetts Avenue, Harvard, Massachusetts 01451

School Committee Meeting
April 13, 2020
6:15 PM
Bromfield School Library Virtual Room

The Harvard School Committee Meeting is being held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A. s.20.

Interested individuals can listen in and participate by phone and/or on-line by following the link and phone # below.

Join Zoom Meeting

<https://zoom.us/j/876267001?pwd=aDdzRHZ1SW1ac3VpQ3FWNjJTb09JUT09>

Meeting ID: 876 267 001

Password: 9WwtyB

One tap mobile

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Meeting ID: 876 267 001

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Find your local number: <https://zoom.us/u/aDZwnMSn0>

1. Call to Order and Read the Vision Statement (6:15)
2. Student Report (6:17)
3. Spring break and last day of school; Vote (6:20)
4. Coronavirus readiness and remote learning update (6:35)
5. School choice allocations; Vote (6:50)
6. Finalize budget changes; Vote (7:10)
7. Continuous improvement subcommittee report (7:30)
8. Superintendent Update (7:45)
9. Update on bus contract (8:00)

Vision Statement: The Harvard Public Schools Community, dedicated to educational excellence, guides all students to realize their highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams. The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They develop the confidence and ability to understand diverse perspectives, collaborate, and contribute to their local, national, and global communities.

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10. Budget Override Strategy (8:10)✓
11. Field Trip/Grant Approval; Vote (8:20)
12. School Building Update (8:25)
13. Contract ratification; Vote (8:30)
14. Agenda Items (8:50)
15. Approval of Meeting Minutes (8:55)
16. Liaison/Sub-committee Reports (9:00)
17. School Committee Commentary (9:10)

Materials: School Choice Proposal, Budget, CI Report, Contract, Grants, Field Trip Approvals, Superintendent Report, Minutes

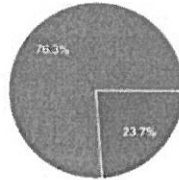
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Memo: April Vacation Feedback
Date: April 11, 2020
From: Linda Dwight, Superintendent

Parent/Guardian Feedback as of 4/11/20

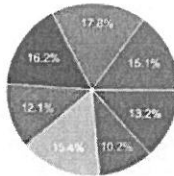
Please choose your preferred schedule for our school district.
604 responses



- Keep the April vacation as days off from school
- Continue Remote Learning for the 4 days of April break and finish school on June 16th

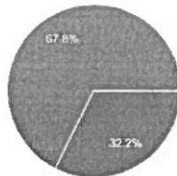
Bromfield Student Feedback as of 4/11/20

What is your current grade level?
371 responses



- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th

Please choose your preferred schedule for our school district.
369 responses



- Keep the April vacation as days off from school
- Continue Remote Learning for the 4 days of April break and finish school on June 16th

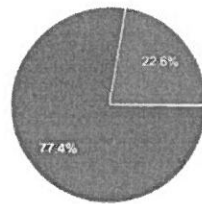
*40 of the student responses in favor of keeping April Vacation are seniors



Teacher Feedback as of 4/11/20

Continue teaching 4/21-4/24 therefore moving the last day of the school year to 6/16. Please check your preference below by Thursday 4/9.

84 responses



- Yes
- No

Grade	Harvard Residents	Choice Students	Devens Students	Total Students
Pre-K	29		1	30
K	55		5	60
1	55		5	60
2	70		8	78
3	58	2	10	70
4	70		8	78
5	62	4	4	70
HES Totals	399	6	41	446
6	79	7	7	93
7	62	10	7	79
8	69	7	8	84
9	57	11	8	76
10	88	5	5	98
11	90	2	8	100
12	76	7	4	87
Bromfield Totals	521	49	47	617
Totals	920	55	88	1063

CLASS SIZE POLICY

CLASS SIZE CRITERIA: Class staffing decisions at all levels will be made with due consideration to the criteria listed below:

- Number of students/facility constraints
- Current educational philosophy, instructional and assessment techniques
- Range of student abilities; special needs situation
- Resources available (such as staff and materials)
- Scheduling constraints
- State mandates
- Student and teacher safety
- Research and recommendation of prominent authorities
- Financial constraints

In as much as possible, considering the criteria above, the following class size targets are established (NOTE: These ranges are considered targets rather than definitive limits).

GRADE LEVEL	CLASS SIZE RANGE
Kindergarten	15-18
Grades 1 to 3	17-20
Grades 4 to 5	18-22
Grades 6 to 8	20-22
Grades 9 to 12	20-24

Exceptions to the application of this policy may include band, chorus and other specialized classes.

Each year during the budget process, Principals, in conjunction with department leaders and staff, will develop recommendations to the Superintendent for staffing which are consistent with the class size range in this policy. The School Committee will consider the class size targets, as well as other factors and situations, when staff budget decisions are made.

If a class size in excess of the target range materializes prior to or during a school year, then the Principal, with the advice of department leaders and staff, must decide what, if anything, must be done. The in-depth review process of class size must consider the judgment of staff and input from parents. Recommendations for additional staffing must be presented to the School Committee through the Superintendent, if problems cannot be resolved through reassignment of existing staff.

Approved: February 22, 2010

Amended: May 12, 2014

Reviewed: March 23, 2015



Memo: School Choice Information
Date: April 10, 2020
From: Linda Dwight, Superintendent

The leadership team spent time this week discussing our recommendation for school choice. Looking at the current enrollment and factoring other issues to consider such as reducing car traffic to HES, we identified next year's 6th and 7th grades as first tier and 2nd and 4th grade as second tier.

The following data is relevant to the discussion of how many spaces might be considered:

FY20 Budget Information

Explanation	Revenue
Current School Choice Account Balance	\$226,494
Expected Revenue for FY20	\$287,931
Budget Off – Set for FY20	- \$310,000
Expected FY21 Balance	\$204,425

FY21 Budget and Student Information

Explanation	Number of Students	Revenue
Current number of Choice	55	Approx. \$5,235 X 55 = \$287,925
Choice Students Graduating	-7	-\$36,645
Returning	48	\$251,280
FY21 Budget Off-Set		-\$310,000
Budgeted Number Needed	12	\$58,720

We would need 12 new students to meet the budget of \$310,000 as an off-set, or we could use some of the reserve in the account and open fewer than 12 spaces.

Harvard School Committee

Continuous Improvement Subcommittee Recommendations

April 13, 2020

The CI Subcommittee met in early March to review feedback from the full committee and select a few options for action by the full committee.

1. **Update rubric for superintendent evaluation.** We previously had recommended adopting a new, aggregated rubric provided by DESE, which the full committee approved last fall. This rubric will be used for evaluation of the superintendent at the end of this school year.
2. **Schedule “school committee office hours.”** We recommend the committee establish recurring “office hours” in order to increase engagement and interaction with families and constituents. Just as the committee receives valuable feedback from the student advisory council throughout the year, we think there is value in providing an opportunity for others to engage with us in a structured way outside the protocol of full committee meetings and public comment periods. These office hours would be non-deliberative and not a quorum of the full committee. They could be advertised in school newsletters, on NextDoor, and other publicly available local outlets.
3. **School committee document library.** We recommend the district establish a document library on the school website that specifically targets school committee members. The purpose of such a library would be (1) provide materials for new committee members to come up to speed more quickly and (2) provide reference documents for existing members to refer back to prior presentations and materials. This library could contain items such as curriculum presentations, prior budgets, goals, DIPs/SIPs. While we make current documents available online, this library would be intended as more archival and reference for the committee, rather than informational for our constituents.
4. **Professional development for school committee.** We recommend the school committee look for inexpensive and free ways to continue its own professional development throughout the year. While we don’t have specific recommendations, developing options could be an activity for the summer retreat. One example would be an ongoing committee “book club,” essentially replicating the exercise we did with *At What Cost?* last year. Readings could be relevant news stories or long-form articles instead of books. Local and regional lectures that we attend as a group are another option.

April 8, 2020

Dr. Linda Dwight
Harvard Public Schools
16 Massachusetts Avenue
Harvard, MA 01451

Dear Dr. Dwight,

Thank you for joining our meeting last night. We appreciate your taking the time to update us on the district's plans during this challenging period.

At the meeting we approved the following grants:

Submit Date	Request	Title	Submitter	Amount
3/30/20	20-10	Remote filming stands	Josh Myler	\$878.80
4/2/2020	20-11	Student Books for Distance Learning	Peggy Bragg	\$4,500
4/7/20	20-12	Remote learning headphones	Josh Myler	\$625

Very truly yours,

Lindsay Burke & Terry Symula
Harvard Schools Trust

Cc.
Scott Hoffman
Josh Myler
Karen Shuttle
Rolf VandeVaart

School Committee Minutes
Upper Town Hall
Monday, March 23, 2020

Members attending: John Ruark, Sharlene Cronin, SusanMary Redinger, Suzannne Allen, Shannon Molloy, Maureen Babcock and Linda Dwight.

John Ruark called the meeting to order at 6:16 p.m.

John Ruark read a statement indicating that the meeting was being held remotely and the meeting was being held via video conferencing. Members in attendance were identified through a role call process.

Vision Statement

Shannon Molloy read the Vision Statement.

HEAC PPA Proposal; Vote

David Fay presented a proposal from Solec Energy PPA to install solar panels on the roof of the new school. In the proposal the array is owned by Solec Energy. There is no cost to the town other than the \$550 cost to join Power Options. The contract terms are set by Power Options. The savings over 20 years is estimated at \$353,000. Benefits include; the cost for electricity will be known; savings for generator use when there is a power outage; and reduction in our carbon footprint. The benefit to doing the project now versus later is that solar will help avoid an increase in operating expenses and the current PPA credit rates are high and may be going down in the future. Overall the only drawback to this project is the risk of roof leaks which can be worked out through establishing a warranty to cover any leaks. The School Building Committee needs to sign off on this proposal and there may be some timing and warranty issues that still need to be resolved. The School Committee reviewed their options.

1. Table discussion until the School Building Committee approves the project.
2. Show our support for the project going forward and endorse HEAC to work with the School Building Committee on said proposal.
3. Wait until our next meeting to approve.

The Committee agreed to support the proposal and move it forward to the next step.

John Ruark made the motion and Suzanne Allen seconded to move that we support HEAC to move forward with the Solec Energy proposal subject to and in coordination with support from the School Building Committee.

VOTE 5/0

Coronavirus Readiness and Learning Plan Update

Dr. Dwight shared information regarding the learning plan during the COVID-19 pandemic. Student Vivien, Felecia and Will spoke on the student perspective that teachers are doing a great job and there have been a lot of zoom meeting. There have been a few technical issues but zoom meetings are working well.

Superintendent Update

See Attached

Field Trip/Grant Approval

None

Continuing Pay of Hourly Employees

Dr. Dwight presented a request to the School Committee asking for a continuation of pay for the hourly staff during the school closing due to the Coronavirus Pandemic.

Sharlene Cronin made the motion and Suzanne Allen seconded that during the period starting March 16, 2020 to April 6, 2020 inclusive or to such later date as the Governor of Massachusetts may determine for the continued closure of all public schools in the Commonwealth of Massachusetts, or the Superintendent may determine for the continued closure of the Harvard Public Schools, whichever date is later, due to COVID-19 in the 2019-2020 school year, hereinafter referred to as the "Closure Period," the Harvard School Committee, subject to appropriation, shall pay the regular wages for work days during the Closure Period to each employee of the Harvard Public Schools, excluding day substitutes, provided that each such employee to be paid performs work that may be requested or required by the employee's supervisor during the work days to be paid in the Closure Period. Nothing in this motion limits any rights that any employee may have to take vacation, sick, or personal leave during the Closure Period.

VOTE

Allen (Aye), Cronin (Aye), Molloy (Aye), Redinger (Aye), Ruark (Aye)

Continuing Pay of Bus Contract

Dr. Dwight explained that the Commissioner of Education has asked for more time to give direction state wide regarding contracts. Dr. Dwight recommended at this time, no action should be taken until such time as we see what direction other districts are taking and after hearing the advice from the Commissioner of Education. The Committee also agreed that no decision be made until more information is obtained from legal counsel.

SusanMary Redinger made the motion and Sharlene Cronin seconded to table the vote of continued payment of the Dee Bus Contract.

Allen (Aye), Cronin (Aye), Molloy (Aye), Redinger (Aye), Ruark (Aye)

School Building Committee

SusanMary Redinger reported that the good news is, at this time, construction projects are allowed to continue during the mandatory shutdown due to COVID-19. Shawmut and NV5 will get together to see if there will be any impact. The warrants will need to be paid and it is possible to continue payment through a wire transfer if town hall is closed. We are hoping that National Grid will do the final hookup this week. The project is approximately 16 days behind schedule. We have paid out approximately \$16 million or 31% of the project budget to date.

Agenda Items

School Choice
Title IX Plan Work
Start time update
Continuous Improvement
Transportation Cost for Athletics
Dashboard Subcommittee report

Approval of Meeting Minutes

With no objection the Chair, John Ruark approved the minutes of the March 9th meeting as presented and amended.

Liaison/Sub-committee Reports

Sharlene Cronin – reported that the fields are getting a rest period and maintenance should start in the coming weeks.

Sharlene Cronin – reported that the Dashboard meeting was cancelled. Next meeting is not yet scheduled.

Shannon Molloy – reported that the HES Council meeting was cancelled.

Shannon Molloy – reported that the Policy Subcommittee met briefly with nothing to report at this time.

SusanMary Redinger – reported that The Bromfield School Council met, most parents wanted the schools to close due to the Coronavirus. The Bromfield Parent Survey went out to parents and will stay open on the website for a while.

Suzanne Allen – Nothing to report.

John Ruark – reported that HEAC met and reviewed the presentation that David Fay showed us tonight.

John Ruark reported that a version of the teacher's contract is being presented and voted on virtually by teacher. The plan is than to have School Committee ratify the contract at their next meeting.

Maureen Babcock reported that DEAC met with nothing to report here. Linda Dwight offered to host a follow-up meeting on April 15th.

Maureen Babcock – reported that a number of members of the Boy Scout troop are in attendance to listen to discussions at the meeting tonight as they are working on their Citizenship and the Community merit badge.

Maureen Babcock – reported that she will share a link to members who wish to read information on the proposed Vicksburg Square project.

School Committee Commentary

SusanMary Redinger – acknowledge the leadership team for the amount of work and the great communication and leadership during this time. It is huge and appreciated.

John Ruark declared the meeting adjourned at 8:02 p.m.

Respectfully submitted

Mary Zadroga